



SOLANO COUNTY
Department of Resource Management

Environmental Health Division

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Community Event Organizer Responsibilities

Please read this document carefully. The information provided will help you comply with state health and safety code requirements intended to ensure that safe and wholesome food is provided to the public at your event. This will help the public enjoy and remember the event, contributing to its success. We welcome your cooperation.

A **community event** is an event that is of a civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other similar events approved by this Division. A community event does not include a seasonal sporting event, grand opening celebration, anniversary celebration, certified farmers market, or similar function. A community event does not include a private celebration, such as a wedding.

1. Permit Requirements and Permit Fees for the Community Event Organizer:

The person or organization responsible for facilities or equipment that are shared by two or more for-profit and/or non-profit food facilities operating at a community event needs to obtain a Community Event Organizer Permit from the Solano County Environmental Health Services Division.

The *Community Event Organizer Permit Application* form is available at the Environmental Health Services Division offices or on-line at www.solanocounty.com. Completed applications need to be submitted at least 14 days before the start of the event to allow adequate time for the Environmental Health Services Division to work with you and the food facility operators at your event to ensure safe food handling practices are used, that food is obtained from approved sources, and that each food facility is constructed properly with proper food grade equipment. The Community Event Organizer application includes general contact information, location of the event, date and time of the event, a site plan, and information regarding the temporary food facility operators and food service proposed for the event.

Any fee required for the Community Event Organizer permit needs to be submitted with the application. Each event listed on the application form requires a separate community event organizer permit fee. There is no fee required for a non-profit community event organizer permit if the community event is non-profit. A community event is non-profit if:

- 1) All food facilities at the event are operated by a non-profit organization, and

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- 2) All for-profit food facilities operating at the event provide all net proceeds to the non-profit organization (receive no monetary benefit), and the event lasts for no more than 3 days in any 90 day period; and
- 3) The non-profit organization sponsoring the event holds no more than 4 community events per year and each event does not exceed 72 hours.

If a community event does not meet these criteria, than a permit fee will need to accompany the application submission. For example, a community event organized by a non-profit organization with for-profit temporary food facilities participating, but the for-profit temporary food facilities provide only a portion of their net revenue obtained from food sales at the event to the non-profit organization, than the event is for-profit.

For-profit Community Event Organizer Permit Fee schedule for 2011-2012

Size of Community Event	Submitted with application 14 days or more prior to event	Submitted with application 13 days or less prior to event
1 - 5 temporary food facilities (food booths)	\$225.00	\$337.50
6 - 10 temporary food facilities (food booths)	\$338.00	\$507.00
>10 temporary food facilities (food booths)	\$449.00	\$673.50

The community event organizer will need to submit the *Proposed Food Facility Operator List* form included in the application at least 14 days before the event is scheduled to begin, unless the list is included with the application or has been previously filed with the Environmental Health Services Division and remains unchanged (this is not typical). The *Proposed Food Facility Operator List* form can be obtained from the Environmental Health Services Division offices or on-line at www.solanocounty.com. Timely submission of this information will assist the Environmental Health Services Division in contacting the food facility operators to discuss safe food handling practices to ensure public health protection. Each food facility operating at the event needs a permit from the Solano County Environmental Health Services Division.

2. Community Event facility requirements for the Event Organizer

a. Restroom Facilities:

There needs to be one toilet facility for every 15 food service employees at the event. Each food facility needs to have a toilet facility within 200 feet. Separate toilet facilities are recommended for exclusive use by temporary food booth employees, although this is not required. Additional toilet facilities may be required for the public attending the event. Check with local codes for the number of restrooms required for public use. Portable toilets need to be obtained from an approved provider that can properly service the toilets and dispose of the liquid waste. If restrooms are connected to a septic system, the septic system must be designed to handle the volume of wastewater generated by the event.

Each toilet facility needs to have hand washing facilities equipped with warm running water, hand washing cleanser and single-use sanitary towels in permanently installed dispensers associated with it.

b. Water Supply:

Water provided to food facilities and the public must be potable and be obtained from an approved source. If not connected to a municipal water supply or an on site well permitted as a small water system by the California Department of Public Health, than the organizer will need to obtain approval of the water supply/source from the Environmental Health Services Division prior to the event. Bottled water must be obtained from approved sources, such as grocery store permitted by the Environmental Health Services Division. If a private on-site well is used, results demonstrating that water quality meets standards for use by a food facility will be required. It may take several days for the results to be returned, so organizers should allow adequate time ahead of the event to obtain these results and take any corrective action necessary if the results do not meet minimum water quality requirements. A site review of the well may also be necessary prior to the event to verify it is protected from contamination.

c. Liquid Waste Facilities:

Liquid waste generated by the food facility operations and the event needs to be disposed into an approved sewage disposal system (municipal sewer system, or individual septic system) or holding tank. Liquid waste cannot be discharged onto the ground or into a storm drain. If a septic system is used, it must be designed to handle the quantity and strength of the liquid waste. If a holding tank is used, it must be obtained from an approved provider that will service the tank, and the tank must be of adequate capacity to contain the wastewater generated between services.

d. Solid Waste Facilities:

In order to ensure that solid waste is properly collected and disposed, it is important that you provide refuse containers in adequate numbers and size. The refuse containers should be readily available to the food facilities that using them. Garbage and refuse needs to be stored in leak proof and fly proof containers and removed as needed. Plastic garbage bags are recommended in each food booth. The proposed method for cleanup and final disposal of all solid waste from the event needs to be submitted to the division for approval.

e. Supplied ice:

Any ice supplied to a food facility must be from an approved source such as an ice distribution company or a permitted food establishment.

f. Animal Control:

Other than service animals, no live animals are allowed within twenty feet of temporary food facilities. Signs informing the public of this requirement need to be posted at all entrances to the event and event staff will need to enforce this requirement.

g. Adequate Lighting for the Event:

If the event will occur at night or where minimal light is available, adequate shatter resistant lighting needs to be provided.

3. Proper operation of temporary food facilities at the event:

The event organizer can assist the Environmental Health Services Division in ensuring that the temporary food facilities at the event are operating in compliance with the California Health and Safety Code (Cal Code) throughout the entire event. This helps ensure that the public attending the event obtain safe food and have a memorable experience. The event organizer is encouraged to review the on-line training provided at www.solanocounty.com entitled:

- Food Safety at Community Events
- Temporary Food Facility (Food Booth) Setup

While not required, the community event organizer may also wish to obtain a California Food Handler Card from an approved provider to help you understand safe food handling practices associated with retail food facilities, including temporary food booths operating at community events. These cards can be obtained after completing a course and passing a test from an approved provider, either through in-person training, or on-line. Contact the Environmental Health Services Division or go to www.solanocounty.com and search for “food handler card” for a list of approved providers if you wish to obtain a California Food Handler Card.

The community event organizer should also review the document “Temporary Food Facility Operating Requirements”. This document can be found at www.solanocounty.com.

Each food facility operator needs to post the completed “Checklist for Temporary Food Facilities” (provided in the Temporary Food Facility packet) in their food booth. It is recommended that the community event organizer confirm that the “Checklist for Temporary Food Facilities” is completed and posted at each food booth prior to the arrival of the Environmental Health Services Division inspector.

You can use the checklist on the following page to assist temporary food facilities at your community event in achieving compliance with minimum health and safety code requirements, which will assist in providing safe food to the public.

TEMPORARY FOOD FACILITY REQUIREMENTS

General Food Handling Safety

- _____ If handle/serve unpackaged food, an owner or Person in Charge with knowledge of food safety principles pertinent to the operation is present.
- _____ Permit holder requires food employees to report illnesses as required.
- _____ Tongs and/or disposable plastic gloves for food handling are present.

Recommended:

- _____ All food handlers have a valid California Food Handler card, or have received training on safe food handling from a person holding a valid Food Safety Manager certificate.

Safe Food Storage:

- _____ Probe thermometer with a temperature range 0°F-220°F for measuring food temperatures if perishable foods present.
- _____ Necessary equipment and supplies are present to maintain proper food holding temperatures (45° F or less for old foods, 135° F or above for hot foods). This includes ice, ice chests, cooking and hot holding equipment as necessary.
- _____ All food is stored off of ground and in a manner to protect from contamination.

Personal Hygiene

- _____ Adequate warm (at least 100°F) water, hand soap, and paper towels for hand washing at each booth either through a bucket system or handsink (not required if all food arrives and is served from the temporary food booth prepackaged).
- _____ Clean aprons or outer garments are worn by employees.
- _____ Hair nets or hats to confine hair are used by employees.

Utensil Washing (necessary only if food preparation is occurring at booth).

- _____ Three bucket system or three compartment sink with hot and cold running water, for utensil washing at each booth with food preparation.
- _____ Dishwashing soap and sanitizer (e.g., household bleach or quaternary ammonium) is available at each booth.

General Sanitation and Construction of Food Booth

- _____ Bucket with sanitizing solution for cleaning cloths and/or sponges is present.
- _____ Smooth, easily cleanable and nonabsorbent food preparation surfaces (e.g., stainless steel tables, commercial cutting boards) are present.
- _____ Booth has overhead protection. Food Booths where food is prepared are entirely enclosed with four complete sides and a top (using plywood, canvas, plastic or fine mesh fly screen).
- _____ Business name, permittee name, city, state and zip code posted on booth.
- _____ Cleanable floor surfaces (tarp or other cleanable material) is present.
- _____ Booth has tight-fitting closures and closable pass through windows / food service openings.
- _____ Pass-through window at rear or side of booth if barbecue facilities are part of operation.
- _____ Outside grills and BBQs separated by ropes to prevent contamination of food and injury to the public.
- _____ Fire Department concurs with location of cooking equipment, number and location of fire extinguishers, type of fire retardant materials, etc.).
- _____ Weights to hold booths in place in high winds (if necessary).

NOTE: This list is not inclusive of all the necessary equipment and requirements. Please refer to the Temporary Food Facility Operating Requirements.